

ADMINISTRATIVE - INTERNAL USE ONLY

Executive Registry

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5 December 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

STAT FROM: Chairman
DCI Secretarial/Clerical
Management Advisory Group

SUBJECT: Presentation of the Second Annual
Secretary of the Year Awards on
23 April 1985

1. We will again have a ceremony honoring the 1986 winners of the Secretary of the Year Awards to be held on 23 April 1985 at 1100 hours in the Headquarters Auditorium.

2. We request that you present the certificates to the recipients and make a few remarks about the contributions that secretaries continue to make to the Agency. Suggested talking points will be provided.

STAT

☐ I agree to present the Awards on 23 April at 1100 hours

☐ I am sorry to decline

☒ I prefer the DDCI to it

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